



*"Service with Excellence  
& Integrity"*

## Arkansas Department of Community Correction

Two Union National Plaza Building

105 West Capitol, 2<sup>nd</sup> Floor

Little Rock, Arkansas 72201-5731

(501) 682-9510 Fax: (501) 682-9513

---

### **ADMINISTRATIVE DIRECTIVE: 06-19 ESCAPES**

**TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES**

**FROM: G. DAVID GUNTARP, DIRECTOR**

**SUPERSEDES: AD 95-09**

**PAGE 1**

**APPROVED: \_\_\_\_\_ Signature on File**

**EFFECTIVE: September 22, 2006**

**I. APPLICABILITY.** Department of Community Correction (DCC) employees.

**II. POLICY.** Plans and procedures for managing escapes shall be developed and readily available to appropriate persons. State and local law enforcement agencies will be relied on to assist with the apprehension of escapees.

### **III. EXPLANATION.**

**A. Overview.** Specific procedures that may be quickly used should an escape occur shall be available and appropriate employees shall be trained to use them, maintaining all physical evidence associated with the escape in accordance with agency chain of custody and evidence handling procedures. Procedures shall include prompt reporting of the escape (both internal and external), mobilization of employees, implementation of a search plan, and notification of law enforcement agencies, community groups (if appropriate), and relevant media. The DCC Information Officer will be responsible for media releases and inquiries unless otherwise directed by the DCC Director or the appropriate Deputy Director. Plans also shall include preparation and distribution of escape circulars and pictures, prompt notification of an apprehension or other change in status to all who were previously alerted and actions to take concerning the captured offender and the associated offender records. (2-CO-4G-02; 4-ACRS-2A-12 and -7F-06)

**B. Permitting Escape.** Pursuant to Ark. Code Ann § 5-54-113, an employee responsible for the supervision of persons detained in correctional facilities or in custody who knowingly permits the escape of a person detained in a correctional facility or in custody pursuant to an arrest for, or a charge or conviction of, a felony of any class, commits the offense of permitting escape in the first degree.

**IV. PROCEDURES.** The first twenty-four hours after the escape are the most critical to the capture effort.

- A. Standard Operating Procedures (SOP's).** SOP's shall be developed for Parole/Probation Services and residential centers which, at a minimum, address the topics outlined at Attachment 1, "Immediate Action for a Suspected or Actual Escape" and Attachment 2, "DCC Escapes Checklist."
- B. Guidance on Use of Force.** Complete guidance on use of force and related reporting requirements is contained in "Use of Force" policy guidance. The amount and degree of force an officer may use is only that force which is reasonable and necessary based upon the circumstances.
- C. Hostages.** Offenders will not be granted freedom by using a hostage. Appropriate personnel shall immediately secure the area in which a hostage situation occurs, in accordance with established procedures, and shall request assistance from the Arkansas State Police or other appropriate Law Enforcement Agency.
- D. Escapes When Under Escort or Guard.** In the event that a felon escapes while being transported or otherwise under supervision outside the residential center, the escorting officer shall radio or telephone the PBX or Parole/Probation Manager as soon as possible to report the escape. When notified, SOP Escape Plans shall be activated by the appropriate supervisor.
- E. Capture Efforts.** Capture efforts shall be coordinated with the Arkansas State Police, with area parole officers and local law enforcement agencies responsible for public safety in the geographic location. This should include advance coordination of plans prescribed by SOP. The SOP must describe the means for obtaining a temporary warrant by making a request to the Central Arkansas Community Correction Center. The temporary warrant is valid for 48 hours. If the offender is not returned to custody during that time, a court issued warrant shall be obtained prior to the expiration of the temporary warrant. The staff managing this process must ensure the court-issued warrant is promptly provided to the CACCC. The CACCC staff must enter the court-issued warrant into ACIC/NCIC, and change the offender's status to "Escape" in the electronic Offender Management Information (eOMIS). The warrant entry will immediately notify law enforcement of an escape. The eOMIS entry will immediately notify the VINE network, which automatically sends a telephonic notification to all VINE-registered victims. Capture efforts by DCC employees will focus on securing the immediate escape area, mounting a search of the surrounding area, securing the escape (crime) scene (if appropriate), and attempting to determine the escapee's possible destination. Pursuit of the escapee by DCC employees must be bounded by the limits of safety, common sense and training. (2-CO-4G-02; 4-ACRS-7F-06)

**F. After Apprehension.** After apprehending the escapee, all individuals and agencies alerted at the time of the escape will be contacted. If in DCC custody, the offender will be placed in secure custody after a complete search and until the offender can be transferred. The offender also shall be given a complete physical and photographs will be taken. If not in DCC custody, the appropriate Deputy Director will attempt to coordinate the transfer of the offender directly to the authority responsible for prosecuting the escape charge. Apprehended escapees will be scheduled for return to the ADC. The records of the offender will be transferred as soon as custody is accepted by the receiving agency. Other appropriate actions such as recalling officers from escape posts, recovering equipment and escape kits and notification of ACIC/NCIC of the capture will be completed. A custody status change in eOMIS from "Escape" to "In Custody" will trigger an automatic telephonic notification to all Vine-registered victims that the escapee has been returned to custody. An after action investigation shall be conducted as coordinated by the appropriate Deputy Director. The focus of the investigation will be to determine the means of escape, identify corrective measures, determine lessons learned and identify system or personnel failures, if any. (2-CO-4G-02; 4-ACRS-2C-02 and -7F-06)

## **VI. ATTACHMENTS.**

Attachment 1 Immediate Actions for a Suspected or Actual Escape

Attachment 2 Escape Kit

AD 06-19 Form 1 Department of Community Correction Escapes Checklist

**IMMEDIATE ACTIONS FOR A  
SUSPECTED OR ACTUAL ESCAPE**

SOP's must be developed and appropriate persons trained on each employee's role should an escape occur. SOP's must be tailored to meet the needs of each area, taking into consideration differences in number of available employees, physical plant and other variables. At a minimum, the following points shall be addressed:

- Internal notification and confirmation of escape.
- Notification of the DCC Supervisory Chain following "Reporting and Investigating Incidents and Hazards" guidance.
- Notification of the Arkansas State Police, sheriff, parole office and local police agencies in the area of residence, or any suspected place of hiding or destination; if the offender is a registered sex offender, notification to local law enforcement must include this fact along with a request to update the status in the sex offender registry. (Ark. Code Ann. 12-12-906 (b)(2))
- Location and manning of Command or Operations Center and obtaining warrants;
- Provision for rapid production and distribution of photographs. Information from the DCC Escape Checklist, Attachment 3, and photos must be faxed as quickly as possible to the above law enforcement agencies followed by the improved quality photos.
- Instructions concerning the media.
- The guard locations to be manned and teams to search facilities, grounds and appropriate areas.
- Assign responsibility to complete each action in the Escape Checklist, attachment 3.
- Communications to include minimizing phone traffic into the facility that does not pertain to the escape; communications equipment to be used by emergency response teams; augmentation that may be necessary to assist the PBX operator, etc;
- Preservation of any evidence and any appropriate investigation of the Escape scene;
- Questioning of residents or others who may have knowledge of the location of the escapee;
- Transportation, equipment (Escape Kit, attachment 3) and instructions for emergency response teams;
- Actions to be taken by supervisors of residents working off-site, if appropriate;
- Instructions for all other personnel including off-duty persons;
- Completion of an After Action Report and notification of all involved of the return to custody or other change in status

## **ESCAPE KIT**

At minimum, escape kits should contain the following:

- Administrative Directive “Use of Force”
- Administrative Directive “Escapes”
- Maps of assigned areas to patrol
- Flashlight, batteries and extra bulb
- Radio or cellular phone
- Restraints
- Listing of useful telephone numbers

Prior to departure, search teams should ensure they have change for use in making phone calls when needed. Also, teams should be provided a completed or partially completed copy of the escapes checklist, if available.

**Arkansas Department of Community Correction**  
**ESCAPES CHECKLIST**

*Complete a Checklist for each escapee.*

Reporting Facility				Date		
Reporting Facility Address				Time		
Escapee's Full Name				Escapee's Known Aliases		
ID Number		FBI Number		Social Security No.		
Race	Sex	DOB	Height	Weight	Hair	Eyes
Scars, Marks or Tattoos:						
Clothing Description:						

Crime		Sentence		Docket Number		County	
Last Seen Date/Time:				Place Last Seen:			
Last Seen By Whom:				Name		Telephone	
Possible Motive for Escape:				Title			
Probable Direction & Mode of Travel:							
Vehicle (if applicable):							
Year		Color		Make		Model	

**ADDITIONAL PERTINENT INFORMATION**

Include number & description of accomplices, possible injuries, weapons, or suspected weapons.


**Arkansas Department of Community Correction - ESCAPES CHECKLIST Continued**

- |  |  |
|--|--|
| <input type="checkbox"/> Parole/Probation Services Case Record<br><input type="checkbox"/> Telephone Card (Inst.)<br><input type="checkbox"/> Supervision File (if available)<br><input type="checkbox"/> *Inspect Escapee's Clothing & Property<br><input type="checkbox"/> Roommates/Friends Questioned<br><input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> Visiting Card<br><input type="checkbox"/> Telephone Log<br><input type="checkbox"/> eOMIS<br><input type="checkbox"/> Pass Requests |
|--|--|

---



---

CONTACT THE PERSONS LISTED BELOW FOR POSSIBLE INFORMATION  
CONCERNING THE ESCAPEE'S LOCATION AND ASK THEM TO CONTACT YOUR  
FACILITY/LOCAL LAW ENFORCEMENT IF ESCAPEE IS SIGHTED.

Name	Relationship to Escapee	Address	Phone	**Date/Time	**Staff Initials

Checklist Completed By:

Name (Print)	Date	Time	Signature

\* Complete an inventory of escapee's personal property and secure it.  
Look for useful clues and evidence during inventory. Include escapee's living area in the search process.

\*\* Indicate the individual making the contact and the date and time of the contact.